



Washington State Department of Early Learning



Beginning January 1, 2016, the Department of Early Learning (DEL) will issue all education awards, training reimbursements, trainer support payments and Early Achievers Quality Improvement payments.

Previously these payments were issued from Chaves Consulting.

What does this mean for licensed child care providers?

Before DEL can issue a payment providers will need to register as a Statewide Vendor Payee (SWV), provide tax identification information, and obtain a SWV number. When they register as a SWV they can also request electronic deposit of all awards, reimbursements, and incentives directly to their bank account.

Providers who expect to receive an award, reimbursement, or incentive from DEL, can go to <http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/VL.aspx> and check if they already have a SWV number.

If they don't have SWV number, please complete the [State Wide Payee Form](#). This is located on DEL's website. Go to del.wa.gov and search "state wide payee."

When completed, fax the form to DEL at (360) 725-2843, or mail it to:

DEL Fiscal
PO Box 40970
Olympia, WA 98504

Questions?

Contact DEL's MERIT team at merit@del.wa.gov or call toll free 1-866-482-4325 and choose option 5.

